

OSHA COMPLIANCE OFFICER

DISTINGUISHING FEATURES

The fundamental reason the OSHA Compliance Officer exists is to ensure the Fire Department maintains compliance with regulations, standards, and policies set forth by Federal, State, and Local entities such as OSHA, EPA, NFPA, Industrial Corporation Commission, Department of Labor, ANSI, the CDC, and Maricopa County. Also ensures that all Fire Operations employees maintain compliance and acts as a case manager for exposure and work related injury incidents. This classification is not supervisory. Work is performed under independent supervision by a Deputy Fire Chief.

ESSENTIAL FUNCTIONS

Ensures the notification, verification, treatment, and medical follow-up of an affected employee when notified of an exposure or work related injury incident. Also ensures proper documentation of an exposure or work related injury incident.

Maintain all medical records relating to exposure and work related injury incidents and ensure confidentiality. Upon request by an employee provides access to their medical records.

Distribute safety information for the education of fire department members.

Coordinate non-work related injuries and disabilities to include but not limited to assisting department members with short-term (voluntary insurance) and long-term disability process and all light-duty requests.

Coordinate training to meet the requirements of OSHA regulations.

Conduct inspections, analyze potential exposures, and provide data related to environmental hazards in occupational environments.

Research all complaints lodged by any Fire employee pertaining to health and safety.

Maintain a liaison with the Fire Department Medical Director, the Infection Control Representative at health care facilities, occupational health care facilities, other health care regulatory agencies, and the City Risk Management in managing employee injury, illness, follow-up, and duty status.

Be a designated member of the fire department's safety committee.

Propose recommendations for the improvement or correction of hazardous environments related to health and safety of any fire department employee.

Provides direction for Fire employees and their supervisors when a non-duty injury, illness, or condition results in a modified duty assignment.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Regulations, standards and policies of federal and local entities such as EPA, NFPA, Corporation Commission, DOL, ANSI, and the CDC.

City policy pertaining to employee leave, workers comp, etc.

OSHA Standards.

Microsoft Office products, in particular Word, Excel and PowerPoint

Ability to:

Develop written OSHA programs, as well as other programs to comply with laws and regulations.

Develop and deliver presentations.

Operate a variety of standard office equipment including a computer, a variety of computer software, copy and facsimile machines, telephone, calculator, and material handling equipment that requires continuous and repetitive arm or hand and eye movement.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Comprehend and make inferences from written material and verbal and/or complex written instructions.

Communicate courteously and respectfully both orally and in writing.

Establish and maintain effective working relationships with co-workers, vendors and City staff at all levels.

Maintain confidentiality of all regulated medical records.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelors Degree in Business Administration or related field. A minimum of three years experience providing oversight of an organization's safety programs is required. An advanced safety certification is highly desirable.

Must have a current, valid Arizona driver's license. No major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified